

**State EMS Advisory Board Meeting
The Place at Innsbrook, Glen Allen, Virginia
August 5, 2005 at 1:00 PM**

Board Members Present: Randy P. Abernathy; Reverend Coan Agee; Byron F. Andrews, III; Edward B. Bish, Jr.; Earl N. Carter, Jr.; Jennie L. Collins; Gary P. Critzer; Gary A. Dalton; Chip Decker; Kevin L. Dillard; James R. Dudley, M.D.; Theresa E. Guins, M.D.; Catherine Hudgins; Linda G. Johnson; Kimberly J. Mitchell, M.D.; Dr. Lori Moore; Morris Reece; Linda Sayles; Donald E. Taylor; Karen D. Wagner; Kent Weber; Douglas R. Young

Absent: Sherrin C. Alsop; Robert V. Crowder, III (Excused); May H. Fox (Excused); Rao R. Ivatury, M.D. (Excused); Elizabeth Jo Martin (Excused); Carl F. Wentzel, III, M.D.

Staff: Gary R. Brown; Scott Winston; Linwood P. Pulling; Timothy M. Kimble; Stephen. McNeer; Deborah N. Edwards; Michael D. Berg; Melissa M. Doak; James Burch; Rohn M. Brown; Ruth Robertson; Deidra Snipes; Winnie Pennington; Carol S. Morrow; Christy L. Saldana; Paul Sharpe; Jim Nogle; Steve Puckett; Chad Blosser; Warren W. Short; Dr. Carol Gilbert; and Irene M. Hamilton

Others: Donald Barklage; Michael B. Player; Robin Kurz; Ed Rhodes; Connie Purvis; Mary Kathryn Allen; Sara Prudoff-Smith; David E. Cullen, Jr.; Tina Skinner; Kester F. Dingus; Emily Totten; Thomas Schwalenberg; David Barrick; Pokey Harris; Greg Woods; Jim Chandler; Bobby Lukhard; Bryon McRay; Wayne Peer; and Heidi Hooker

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to Order – Donald Barklage	Mr. Barklage called the meeting to order at 1:00 p.m.	
Introduction of Board Members and Welcome to New Members	Mr. Barklage welcomed all new members to the Board and introduced current and reappointed Board members. Mr. Barklage also recognized Board members who terms expired.	
Approval of Minutes -	Mr. Barklage called for a motion to approve the minutes from the May 6, 2005 Board meeting as submitted.	A motion was made and properly seconded; and the minutes were accepted as submitted.
Approval of August 5, 2005 Meeting Agenda	Mr. Barklage called for a motion to approve the proposed agenda for this meeting.	A motion was made and properly seconded; and the agenda was accepted as submitted.
Chairman’s Report – Donald Barklage	<p>Mr. Barklage thanked all the Board members and OEMS staff who participated in the Board Member Orientation program held earlier in the day.</p> <p>Mr. Barklage elaborated on two documents distributed to the Board, the <i>State EMS Advisory Board Current Committee Rosters</i> and the <i>State EMS Advisory Board Member Organizational Overview Documents</i>.</p> <p>Mr. Barklage asked Board members to review information that has been submitted in the organizational overview documents as it relates to the organization that they are representing and make any additions or updates to the document that they deem necessary.</p> <p>Mr. Barklage explained that all Board members are required to sit</p>	<p>Board members were asked to submit any updates to the organizational overview documents in Word format.</p> <p>Once the <i>State EMS Advisory Board Member Organizational Overview Documents</i> has been completed it will be placed on the OEMS web site.</p> <p>Board members were asked to review the committee rosters and select a committee to join.</p> <p>The updated <i>State EMS Advisory Board Current Committee Rosters</i> will also be placed</p>

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	<p>on at least one standing committee. Mr. Barklage acknowledged that it is due to his oversight that Liz Martin and the CISM roster was not included in the packet.</p> <p>Mr. Barklage acknowledged the <i>State EMS Advisory Board 2005 Annual Report</i>. Each Board member received a copy of the report. This year the Board changed the format of their annual report. The report consists of a cover letter from the Chair of the EMS Advisory Board along with a copy of each of the Quarterly Reports from the Office of EMS and copies of the minutes from each Advisory Board meeting for the year.</p>	<p>on the OEMS web site.</p>
State EMS Medical Director – Dr. Carol Gilbert	<p>Dr. Gilbert did not have a report from the Medical Direction Committee this quarter. Dr. Gilbert will be submitting a proposed new job description for the State Medical Director to the Office of EMS within the next few days.</p> <p>Dr. Gilbert submitted a couple of protocols to Mike Berg to guide the OEMS Program Representatives in his or her assignment and management of patients encountered during their daily job responsibilities. In the future the representatives will be carrying AED's and first aid kits.</p>	
Office of EMS Reports – Gary Brown and staff	<p>Mr. Brown recognized and welcomed all new board members. Mr. Brown also recognized OEMS staff for their hard work in regards to the EMS Advisory Board Orientation Handbook and their presentations during the Orientation program held earlier.</p> <p>Mr. Brown referred to the <i>Office of Emergency Medical Services Quarterly Report to the State EMS Advisory Board</i>. Mr. Brown apologized for the delay in mailing out the reports this quarter. He explained to the new Board members that most of the information discussed during the meeting is included in the Quarterly Report.</p> <p>OEMS Personnel – Paul Sharpe introduced Christy Saldana the new PPCR Coordinator in the Office of EMS.</p> <p>State EMS Plan –A draft of the State EMS Plan to the Advisory Board was scheduled to be presented to the Board at this meeting. However, this deadline had to be pushed back to accommodate a task the Office of EMS received from the Department of Planning and Budget to implement a mandated Service Area Plan, Strategic Planning and Performance Based Budgeting process. The Office of EMS has made a decision to contract with</p>	

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	<p>Renaissance Resources to complete the State EMS Plan. All of the information the Office of EMS has gathered has been forwarded to Renaissance Resources for their use in completing the Plan.</p> <p>A draft plan should be completed by September 15.</p> <p>This Plan will be mailed to the Board members and will be an agenda item at the November EMS Advisory Board meeting.</p> <p>The Office of EMS has also contracted with Renaissance Resources to develop an annual Operational Plan that will put the State Plan into motion.</p> <p>Operational Medical Directors Recruitment and Retention Campaign – Mr. Brown reported that the Office of EMS has contracted with the Southeast Institutes for Research to undertake this effort. This project is being funded by the Western Virginia EMS Council and in conjunction with Virginia Chapter of the College of Emergency Physicians. Mr. Brown asked Dr. Dudley to brief the Board on the status of that project.</p> <p>Dr. Dudley explained that this has been a three-phase project, The project includes a planning process, a series of focus groups, and the development from the information of the focus groups of an online survey. The first two phases have been completed and the first draft of the survey instrument is being circulated to a group for feedback.</p> <p>2005 EMS Symposium Brochure – Copies of the brochure was distributed at the meeting and Mr. Brown elaborated on the upcoming Symposium. Board members were encouraged to attend the Symposium. Mr. Brown said that the Office of EMS will waive registration fee for any Board member as well as provide one night’s lodging, and cover expenses.</p> <p>2006 EMS Advisory Board Meetings – The meeting dates for 2006 have not been set as yet. The Office of EMS is going out on bid to find a facility for the Board meetings. Committee Chairs were asked to send the Office of EMS their 2006 meeting dates within the next two weeks so that these times can be included in the bid specs.</p> <p>Board of Health Actions – Scott Winston</p>	

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	<p>Mr. Winston referred the Board members to page one of the Quarterly Report that outlined actions taken by the Board of Health on several EMS Regulations. The Board approved all of the actions on EMS Regulations that were brought before them. Mr. Winston corrected a typo in the report. In bulleted item four, the Code referred to should read 12VAC5-31-1610.</p> <p>Atlantic EMS Council Meeting- Mr. Winston gave an update on the quarterly meeting of the Atlantic EMS Council. One of the items on the agenda was to discuss access to Trauma Centers and air medical services.</p> <p>Regional Council Contracts- Negotiations have been completed for the performance-based contracts with the Regional EMS Councils.</p> <p>The Southwest EMS Council’s contract was not renewed after reviewing based on performance issues. The Office of EMS met several times with the Southwest Council board and in the end the Executive Director was replaced. Pokey Harris is now acting as Interim Executive Director.</p> <p>Department of Fire Programs- The Office of EMS has pledged to work with the Department of Fire Programs on a regular basis and meet with them quarterly to discuss issues regarding their responsibilities within the Commonwealth, coordination and training issues.</p> <p>These two agencies are collaborating on developing a joint Fire-EMS bookstore. The Office of EMS is in the process of reviewing and revising a Memo of Understanding between OEMS and DFP regarding the book store. This store will be a place where providers and instructors can go to purchase textbooks, and place orders through the bookstore.</p>	
<p>Office of the Attorney General Report – Robin Kurz</p>	<p>In response to a question about revealing the identify of a complainant in the course of an EMS investigation and whether that information is subject to FOIA, Ms. Kurz said that FOIA does not contain an exemption for someone who makes a complaint. Ms. Kurz also notified the Board that any record created by a public body or member of a public body is subject to FOIA. Ms. Kurz cautioned the board to remember this in reference to how it applies to emails. She pointed out that communications exchanged between board members via email could be obtained</p>	

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	by outside parties.	
Committee Reports:		
Awards Selection Committee – Karen Wagner	Ms. Wagner thanked all the councils for getting their awards into the Office of EMS timely. The next scheduled meeting of the Awards Selection Committee is on August 26, 2005.	
Communications Committee - Gary Critzer	The Communications Committee met earlier in the day. The committee is bringing forth one action item today. The Communications Committee has approved two new applications for PSAP accreditation; Fairfax County Public Safety Communications Center and the Harrisonburg-Rockingham Emergency Communications Center.	MOTION: The Communications Committee moves that the EMS Advisory Board accept their recommendation to grant accreditation to the Fairfax County Public Safety Communications Center and the Harrisonburg-Rockingham Emergency Communications Center. The Chair opened the floor for discussion and hearing none called for the vote. YEAS=21; NAYS = 0; ABSTENTIONS = 0 The motion was carried unanimously.
CISM – Carol Morrow	The CISM does not have any action items. The next meeting for the committee is scheduled on August 19, 2005.	
EMS Emergency Management Committee – Jim Nogle	The committee has not met and had no action items.	
Emergency Medical Services for Children – Theresa Guins, M.D.	The EMSC Committee met on August 4. They have no action items to report. The committee will know after Labor Day if the federal EMSC program will again be funded. Dr. Guins invited Board members to attend the Mid-Atlantic EMSC Symposium that will be held November 3 and 4, 2005 in Pennsylvania. Dr. Guins notified Board members of a new grant opportunity called <i>Get Alarmed Virginia</i> . Anyone wanting additional information concerning this grant should contact Dr. Guins. The committee’s next meeting is scheduled on Thursday, November 17, 2005 at The Place at Innsbrook.	
Finance, Legislation & Planning – Michael Player	The Finance, Legislation & Planning Committee met on August 4, 2005. They have no action items, but they do have some informational items to report. The committee reviewed their successes in the last General Assembly session. The priority for the next session will remain the restoration of the full Four-for-Life funding to the Virginia EMS Systems.	

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	<p>In June, a public safety conference of stakeholders met and decided to launch a grass roots campaign targeted at local governments. The group promotes the adoption of a model resolution calling for their elective representative to work for restoration of full Four-for-Life funding of the EMS system. Board members received copies of this resolution.</p> <p>The committee reviewed the JLARC Report on the progress made on the JLARC Study recommendations both for the EMS System and the Trauma System. Mr. Player pointed out that there has been either completion or progress on each of the resolutions with the exception of two recommendations.</p> <p>Recommendation number 5, states that the RFP will be submitted to VDH Administration for approval in July 2005; and that has to be redirected to the end of August. Also, Recommendation number 20, states that it will be done by the end of July; and that will be completed by the end of August.</p> <p>The Office of EMS plans to put this document on the OEMS web page and continuing reports on progress towards the JLARC Recommendations will be updated regularly.</p> <p>The committee discussed the possibility that as part of the OMD Recruitment and Retention project there may be a need to look at additional liability for OMDs, as well as the need to look at the discoverability of patient care information.</p> <p>The next meeting is scheduled on November 17 at 1:00 p.m.</p>	
Financial Assistance Review Committee (FARC) – Byron Andrews	<p>FARC met in June to review grant applications for the July 1, 2005 to June 30, 2006 grant period. There was \$6.3 million dollars in request for funding, and about 52 percent of the requests were funded.</p> <p>September 15 is the deadline for the next grant cycle. A couple of new initiatives were added to the Consolidated Grant Application Program (CGAP), which includes Emergency Medical Dispatch, Emergency Operations, Innovative Special Projects, and Multi-Jurisdiction / Agency Request.</p>	
Leadership and Management Committee – Doug Young	<p>The committee met on August 4, 2005. The committee saw a presentation from VAVRS on their award of a grant for a Leadership Development Program. The committee has voted to dedicate a lot of resources and effort to support them in that initiative.</p>	
Medevac Committee – Paul Sharpe	<p>The committee has no action items. Mr. Sharpe acknowledged</p>	

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	<p>Genemarie McGee and her work on the committee during her tenure on the Advisory Board. The Medevac committee has been meeting monthly and has made excellent progress towards developing new Medevac regulations. The committee has four work groups that work on specialized areas of air medical service. The committee should have their revised Medevac regulations presented as an action item at the November meeting of the Advisory Board.</p>	
<p>Medical Direction Committee – Warren Short</p>	<p>The Committee met on July 20. They have no action items. They discussed the National Registry. EP&R requests on a protocol for Chem Pack will be discussed at the next meeting.</p> <p>No committee members attended the meeting in Washington concerning the National Scope of Practice update. However, several people from Virginia attended the meeting.</p> <p>The committee is investigating options for developing a statewide protocols. Mr. Short recognized Dr. Martin for his great work as Chair on the committee during his tenure on the Advisory Board.</p>	
<p>Professional Development Committee – Randy Abernathy</p>	<p>The committee met on July 13 at the VAVRS headquarters. Mr. Abernathy, along with Don Taylor and Debbie Akers went to Washington for the National Scope of Practice meeting.</p> <p>The State Department of Education and the Office of EMS have continued with their partnership to develop EMT curricula for high schools. A representative from the State Department of Education attended the meeting to give them an overview. There are 14 individual programs that are going to be started in Virginia high schools in the next school year. The committee is sending a letter of appreciation to the State Department of Education for their initiative and their willingness to work with OEMS in terms of that development process.</p> <p>The committee appointed a sub-committee to review some issues that have arisen in some parts of Virginia where EMT-B students and probably some Paramedical students are finding it difficult to be allowed to have clinical ride time so that their skills can be evaluated and they can have some actual hands-on experience with some of the patients. The sub-committee will be looking at some legal issues, and they will be reporting back in their subsequent meeting as to what information they develop.</p>	<p>In regards to the “Ride-Along” program, Chip Decker pointed out that there is the need for some guidance for this program. He pointed out that background checks should probably be required before allowing students to ride participate in a “ride-along”.</p> <p>Gary Critzer asked Randy Abernathy for a status update for the EMT-B training site accreditation process and the restructuring of the EMT Instructor program.</p> <p>Randy said that Warren and his staff gave the committee an update on the progress.</p>

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	The next meeting is scheduled on October 12 at 10;30 a.m. at VAVRS.	
Public Information and Education – Ruth Robertson	They haven't had a meeting since the last Board meeting, and they have no action items. Ms. Robertson thanked George Langford for his work as Chair during his tenure on the Advisory Board.	
Regulation and Policy Committee – Donald Barklage	<p>The committee met on August 4, 2005. They are continuing their work with the EMS Regulations.</p> <p>Mr. Barklage reported that the newly renamed Financial Assistance for EMS Organizations regulations and the Regional Council regulations have cleared the Department of Health and are continuing to move forward in the NOIRA process. The committee anticipates holding four public hearings for those sections of the regulations across the Commonwealth in the coming months.</p> <p>The committee continues to work on the remainder of the regulations. It is Mr. Barklage's anticipation to meet with the next committee chair and Mike Berg to begin looking at an assessment of what they have completed; and perhaps moving that segment forward within a Notice of Intended Regulatory Action.</p> <p>It is anticipated that they will be meeting the Thursday, prior to the Advisory Board meeting in November.</p>	
Transportation Committee - Chip Decker	The Transportation Committee has not met since the last meeting of the Advisory Board.	
Trauma System Oversight and Management – Morris Reece	<p>The committee met on June 15 as part of the annual meeting in Virginia Beach. There are no action items to bring before the Board.</p> <p>The Trauma Fund Panel has arrived at consensus as to what the funding formula should be.</p> <p>The Trauma Triage Plan has completed its mandate. The Plan will be presented to the Board for approval at the November meeting.</p> <p>There was a great deal of discussion at the meeting to issues involving the Trauma Registry. The committee has asked that a representative from the Office of Information Management attend not only the next meeting of the Trauma Committee but be a standing guest at all committees, as well.</p>	

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	Six trauma centers are up for redesignation this year. Mr. Reece reported that they are in talks with three additional hospitals about the potential of them becoming trauma centers.	
Regional EMS Council Executive Directors – Tina Skinner	The committee met on August 4, 2005. They had a presentation on Alzheimer’s Training from the Department of Criminal Justice Services. All of the contract negotiations for the councils have been completed. Steve White has resigned as Executive Director of the Southwest Virginia EMS Council. Pokey Harris is the Interim Director. They have received the Trauma Plan template and the councils will be updating their region plans. The next meeting is scheduled on November 17, 2005 at The Place at Innsbrook.	
PUBLIC COMMENT	William Bailey from Virginia Beach, Virginia addressed the Board. Mr. Bailey spoke about complaints he has filed concerning EMS staffing in Virginia Beach. Mr. Bailey asked the new Board members to take a look at this issue.	
OLD BUSINESS	Lori Moore asked that if there are any discrepancies as to how EMS agencies are treated throughout the state that the issue needs to be resolved; and that there needs to be some indication that these type of incidences will not occur in the future.	
NEW BUSINESS	Dr. Theresa Guins asked that the Office of EMS consider having the November Board meeting at the EMS Symposium. Mr. Brown explained that the Advisory Board had in the past held their November meeting at the Symposium. However, this practice was stopped because of the heavy workload of OEMS staff during the Symposium. However, Mr. Brown said he might consider having the meeting at Symposium again; but if it was held at the Symposium it would have to be held on Wednesday, prior to the start of the conference. Michael Player commended Donald Barklage on his leadership as Chair of the Advisory Board.	
Nominating Committee Report – Karen Wagner	The Nominating Committee has one action item and their nominations for committee chairs and for the Executive Committee. Karen Wagner made the following motion, and the Chair opened the floor for discussion. The Nominating Committee recommends appointing an Ad Hoc Committee temporarily to develop a new scope for that	MOTION: The Nominating Committee recommends an amendment to Article VII of the Bylaws – Committees and Task Force – to combine the standing committees of Leadership & Management and Public Information and Education to form a new committee to be placed as a standing

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	<p>committee, a committee description and name for the committee. Mr. Barklage appointed Kevin Dillard as the Ad Hoc Chair for the mandate. Hearing no more discussion, the Chair called for the vote.</p> <p>Ms. Wagner introduced the Nominating Committee's report of its recommended Slate of Officers.</p>	<p>committee of the State EMS Advisory Board. YEAS=21; NAYS=0; ABSTENTIONS=0 The motion was carried unanimously.</p> <p>MOTION: The Nominating Committee presents the following slate for recommendation for election. Executive Officers: <i>*Chair- Karen D. Wagner</i> <i>First Vice Chair- Randy P. Abernathy</i> <i>Second Vice Chair- Jennie L. Collins</i> Standing Committees: <i>Awards Selection- Karen D. Wagner</i> <i>Communications- Gary P. Critzer</i> <i>CISM – Elizabeth (Liz) Martin</i> <i>EMS Emergency Management- Edward B. Bish</i> <i>EMS for Children (EMSC)- Theresa Guins, M.D.</i> <i>*EMS System Finance, Legislation, and Planning- Gary A. Dalton</i> <i>Financial Assistance Review (FARC)- (selected as committee level)</i> <i>Leadership & Management – AD HOC</i> <i>Temporary Chair- Kevin Dillard</i> <i>Medevac- Randy P. Abernathy</i> <i>*Medical Direction- Kimberly J. Mitchell, M.D.</i> <i>Nominating- Carl Wentzel, III, M.D.</i> <i>Professional Development- James Dudley, M.D.</i> <i>Public Information & Education- Ad Hoc Temporary Chair- Kevin Dillard</i> <i>*Regulation & Policy- Jennie L. Collins</i> <i>*Trauma System Oversight & Management- Morris Reece</i> <i>Transportation-Donald E. Taylor</i> <i>* Denotes members of the Executive Committee.</i></p> <p>Three were no nominations from the floor; and a motion was made to close the nominations.</p>

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		The Chair called for the vote. YEAS=20; NAYS=0; ABSTENTIONS=1 The motion carried.
Comments by Outgoing Chair – Donald Barklage	<p>Mr. Barklage thanked his Vice Chairs and Gary Brown for their help and support during his tenure as Chair. He had farewell comments for the Board and EMS stakeholders in the audience.</p> <p><i>"It has been my privilege, pleasure and honor to have been able to serve the Board and the EMS System in the Commonwealth representing the Northern Virginia EMS Council for the past six years.</i></p> <p><i>I have learned a tremendous amount over my tenure, but most importantly I continue to be thrilled by the amount of support, commitment and dedication I continue to see from all aspects of the system: the people, agencies, regional councils, and OEMS staff. The people I have come into contact with, or had the pleasure to work with on a variety of projects or issues, continue to amaze me with their passion; always remembering that while the issues are many, the challenges unique and often times complex, at the end of the day we must always look into the mirror and remember that the hours, days, weeks and years we spend in EMS are for one thing, and one thing only: to strive for quality and improvement in the care and compassion we give to the patients we serve!</i></p> <p><i>To those that remain on the Board and to the new members who begin their tenure, I hope that you will find your experience as rewarding and beneficial as I have. I leave you each with this challenge: You are but one voice that represents your constituent group, but a powerful voice it can be if you commit yourself to being involved, work constructively to greet each challenge as it confronts you, and in the best tradition of EMS, never remain satisfied</i></p>	

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	<p><i>with the status quo.....always endeavor to improve.</i></p> <p><i>Work collaboratively with your fellow Board members! Get involved in the Board and where the real work gets done...on the Committees. Represent your organizational needs with fervor, but also remember at the end of the day that we as a Board must speak with one voice!</i></p> <p><i>I have been humbled by the support you have given me as Vice-Chair and Chair of the Board! I am excited for you, the Board and the EMS System with your selection of officers for the coming year. Continue to provide them with the support you have shown me. I know that you will continue to greet each new challenge with the fervor and excitement that is fundamentally inherent in each of you and that I have come to admire.</i></p> <p><i>Thank you again for the opportunity to serve you."</i></p>	
ADJOURN	The meeting was adjourned at 2:50 p.m.	